



Serve Delaware Full Commission Meeting

Thursday, September 24, 2015

Williams State Service Center, Dover DE
9a.m. – 12p.m.

PURPOSE Full Commission Business Meeting	ATTENDEES Commissioners Present: Nancy Chirdon Forster, John Danzeisen, Sara Funaiock, Kanani Hines, Susan Keene Haberstroh, Justina Pedante, Gary Pippin, Marguerite Prueitt, Margarita Rodriguez-Duffy, Rob Schroeder, Georgeanna Windley, Crystal Biles (ex officio), Autumn Rose (ex officio) Commissioners Present (proxy): Sharon Morgan, Bryan Shupe, Enid Wallace-Simms Commissioners Absent: Gerald Brady, Jeffrey Lank (excused), Jessica Sullivan SOV Staff Present: Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Guadalupe Castillo Murphy	NOTE TAKER Guadalupe (Lupita) Castillo Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:14 am. by Nancy Chirdon Forster, Chair of the Commission.

PUBLIC COMMENT – None.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Guadalupe Murphy to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Article V, Section 5.2 states that a quorum shall exist when forty percent of the voting members of the Commission are present. Phone, electronic and paper proxies count towards the determination of a quorum.

Eleven voting commissioners were in attendance by 9:14 am and there was a quorum.

INTRODUCTION OF COMMISSIONER MARGUERITE PRUEITT

The Chair welcomed the newest Commissioner, Margi Prueitt. Commissioner Prueitt is the Executive Director of the PMA (Produce Marketing Association) Foundation for Industry Talent as well as the Senior Vice President of PMA.

APPROVAL OF CONSENT AGENDA – Nancy Forster

1. Approval of Agenda – September 24, 2015 (Revised)

- a. An update report on Volunteer Delaware 50+ was added to the agenda prior to the Executive Director Report.

2. Approval of Minutes from the July 16, 2015 Full Commission Meeting

3. Acceptance of the Financial Report

Motion #1: Commissioner Prueitt moved to approve the revised consent agenda, to include the approval of the meeting minutes from 7/16/15 and accept the Financial Report.

Second: Commissioner Pippin seconded.

Vote: Yes: Commissioners Forster, Danzeisen, Funaiock, Hines, Haberstroh, Pedante, Pippin, Prueitt, Rodriguez-Duffy, Schroeder, Windley

No: None.

All in Favor. Motion was carried.

VOLUNTEER DELAWARE 50+ UPDATE REPORT

Commissioner John Danzeisen reported on a meeting he and Executive Director Luz Vasquez-Guzman attended with Carolyn Fredricks, the President/CEO of the Modern Maturity Center in Dover. The purpose of the meeting was to update Ms. Fredricks on the successful transition of the NCC and Sussex County RSVP programs into the newly statewide Volunteer Delaware 50+ Program. Additionally, the meeting also served as an opportunity to explore Ms. Fredrick's concerns regarding the State Office of Volunteerism competing with her established program in Kent County.

Ms. Fredrick's went to Senator Bushweller, rather than meeting with the Commission or SOV Team to express her concerns and beliefs that the State Office of Volunteerism was expanding into Kent County with significant resources such as several hundreds of thousands of dollars from State funds. This is in fact not true and this was made clear at the meeting. The Modern Maturity Center has for many years run and managed the RSVP program in Kent County. The Commission and State Office of Volunteerism is very supporting of Modern Maturity Center's program and are not looking to compete but rather work collaboratively to assist those who are looking for volunteer opportunities but might not qualify for the already established program in Kent County. The meeting ended on a positive note.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Luz Vasquez-Guzman provided a brief report which included updates on SOV activities and attendance to the 2015 AmeriCorps Symposium. One of the main takeaways from the Symposium was the importance and focus on the measuring of performance and outcomes.

Commissioner Gary Pipping also attended the AmeriCorps Symposium and reported on the importance of being prepared and transparent with all financial reports so that when auditors come to Delaware, our programs can be ready.

COMMITTEE REPORTS

– **ADMINISTRATION & FINANCE:** Commissioner Georgeanna Windley presented the financial reports and expressed her gratitude to the SOV staff for their hard work in preparing the documents. AmeriCorps Program Director, Charles Harris clarified that there will not be any carry over funds at the end of this funding cycle and expressed that if the Commission is looking for more support either for grant reviewers or support to let him know.

Commission Chair Forster requested that Mr. Harris provide the Commission with the dollar figure that the Commission would have available in order to get a better idea and understanding.

– **DELAWARE VOLUNTEERISM:** Commissioner Sara Funaiock reported on Volunteer Delaware 50+ program. In Sussex County from April – June- 1,259 volunteers contributed 49,502 hours of service within their 98 community partners. Volunteer Delaware 50+ Program will once again be partnering up with the Stockings for Soldiers Program by hosting donation drop off locations statewide.

Commissioner Funaiock also reported on the upcoming Governor's Outstanding Volunteer Awards that will be held on Tuesday, October 6, 2015. Commissioners were asked to promote the awards by spreading the word and help to increase attendance. If any Commissioners are interested in attending please RSVP either by registering themselves on Eventbrite or emailing the Administrative Specialist.

The next Delaware Volunteer Committee meeting will be held on October 29th, at the Smyrna State Service Center. All Commissioners are welcome to attend and are welcome to provide any feedback for future Governor Awards.

– **PROGRAM OVERSIGHT:** Commissioner Kanani Hines reported that she had the opportunity to attend the Reading ASSIST Institute kickoff press conference to launch their new AmeriCorps program.

Tonight, September 24th the AmeriCorps program will be hosting their annual recognition and swearing-in event. The event will be at the Sheraton Wilmington South in New Castle.

The Program Oversight Committee will be meeting to review the feedback from CNCS from the last comparative grants.

AmeriCorps Program Director, Charles Harris will be sending information to all the Commissioners on how they can spread the word and get involved in recruiting potential organization that can host AmeriCorps programs.

The Commission requested that Mr. Harris provide an updated AmeriCorps State Formula Program report for the 2015-2016 AmeriCorps Programs.

The DE State Parks AmeriCorps Program will be hosting an orientation event next week and all the Commissioners are invited to join and the new members. Mr. Harris will share the electronic invitation.

The Commission took a recess at 10:08am.

The business meeting was called to order at 10:18 am. by Nancy Chirdon Forster, Chair of the Commission.

COMMISSION ROLE / RESTRUCTURING COMMITTEE REPORT

The business meeting was called to order at 10:18 am. by Nancy Chirdon Forster, Chair of the Commission.

Commission Chair Nancy Chirdon Foster updated the Commission on the progress of the Ad Hoc committee reviewing the role and structure of the Commission and its partnership with State Office of Volunteerism in delivering National Service Programs and volunteer programs in the State of Delaware.

At the request of Secretary Landgraf the committee has been meeting and developed an initial draft of a report. Commission Chair Nancy Chirdon Foster read and summarized key points of the report on behalf of the Committee. The Committee is requesting a motion from the Commission to present its finding to the State Office of Volunteerism, the Director of the Division of State Service Centers, the Secretary of the Department of Health and Social Services and the Governor.

DISCUSSION

The Commission requested to remove the language that includes the recommendation that the Commission be moved to another department or agency. The Commission also requested that all the Commissioners receive an electronic copy of the report for review and feedback prior to presenting the findings to Secretary Landgraf on Tuesday September 29, 2015.

Deputy Director Cynthia Manlove provided clarification that the previous Senior Administrator held his position until March 23, 2015. Commission Chair agreed that although the Senior Administrator held his position until that time, he was away on vacation for the majority part of the month of March.

Motion #2: A motion was made by Commissioner Danzeisen that the Ad Hoc committee prepare a summary progress report for Secretary Landgraf that reviews the process that it went through, and the findings and conclusions that were reached and espouse in the summary report three guiding principles. The first one is that the Commission needs to be a defined entity in whatever department that it is attached to, the second is that the Commission has a defined budget that it can count on, and thirdly that a cleanup any discrepancies between federal and state legislation. Finally once the summary report is prepared be circulated to the entire Commission before the meeting for their comments and input.”

Second: Commissioner Marguerite Prueitt seconded.

Vote: Yes: Commissioners Forster, Danzeisen, Funaiock, Haberstroh, Pedante, Pippin, Prueitt, Rodriguez-Duffy, Schroeder, Windley

Yes (proxies): Commissioner Morgan, Shupe, Wallace-Simms

Abstain: Commissioner Hines

Oppose: None

Motion was carried.

ADJOURN

Motion #3: Commissioner Haberstroh moved that the Commission meeting be adjourned.

Second: Commissioner Pippin seconded the motion.

Meeting was adjourned at 11:50 AM.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary